

## CHECKLIST FOR ADN REENTRY STUDENTS

If an ADN student does not successfully complete or withdraws from a core nursing course, the student is out of program sequence and must await the opportunity to retake the missed course(s).

Follow these instructions to return to core ADN courses:

1. Complete the **STUDENT PROGRAM REENTRY REQUEST FORM (ADN Student Policy E-04)** and email it to [reentryrequests@northwoodtech.edu](mailto:reentryrequests@northwoodtech.edu) no later than July 7 if requesting reentry for fall and no later than January 7 if requesting reentry for spring. Eligibility will be based on space available in the program on the designated campus and courses requested. Students will receive notification of their reentry status six (6) weeks prior to the start of the fall semester and three (3) weeks prior to the start of the spring semester they would like to reenter.
  - Due to limited enrollments allowed for clinical sites and available classroom space and resources for theory courses, reentry students must be prioritized for reentry into the ADN core courses.
2. Northwood Tech email should be monitored for communication about reentry requests on or around the deadline date. **Do not register without permission from the Associate Dean of Nursing/ADN Program Director. Students offered a spot in the program will need to communicate their acceptance with the Associate Dean of Nursing by a deadline indicated in this email communication.**
  - Once a spot in the program is accepted, the Associate Dean of Nursing/ADN Program Director will give reentry students information about courses they can register for and the required textbooks/learning resources for those courses.
3. When you are given permission to return to take a **clinical** course, you must check the status of the following requirements, update if needed, and upload copies of updates to Clinician Nexus as instructed by the ADN Program Coordinator.
  - TB test (current)
  - BLS Basic Life Support certification (current)
  - Health Form for Health Sciences Students (current)
  - Immunization status (current)
  - Background checks as indicated